



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, NOVEMBER 8, 2007**

1. The meeting was called to order at 5:05 p.m.
2. **ROLL CALL:** Board Members Michael Rich, Avonnet Peeler, Linda McHugh, Peter Horikoshi and Executive Secretary Karen Willis.

ABSENT: Member Roberto Rocha

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

OTHERS IN ATTENDANCE: Alan Elnick, Chris Low and Emily Hung.

3. **MINUTES:** The minutes of the regular meeting of July 11, 2007 were presented for Board approval. Member Peeler moved to accept, Member Rich seconded, and carried by a
a 4-0 vote.

4. **CONSENT CALENDAR:**

Member McHugh moved to accept the consent calendar, Member Peeler seconded and carried by a 4 -0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF **JULY, AUGUST, and SEPTEMBER 2007.**

4A. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Combination Building Inspector	8/22/2007	207-42
Development Coordinator	8/3/2007	207-32
Firefighter (Lateral)	7/2/2007	207-37
Firefighter (Entry)	8/24/2007	207-38
Housing Authority Maintenance Supervisor	8/16/2007	207-44
Human Resources Analyst	7/31/2007	207-43
Information Technology Manager	8/5/2007	207-40PR
Maintenance Worker I	7/25/2007	207-26
Planning Services Manager	9/19/2007	207-48
Police Officer (Academy Attendee/Grad)	9/15/2007	207-52
Reconstruction Specialist II	7/12/2007	207-46PR

4B. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Assistant City Attorney I/II	5/17/2006	206-16
Deputy City Attorney II	5/31/2006	206-16
Electrical Helper	9/13/2006	206-47
Fire Apparatus Operator	9/19/2006	206-08PR
Fire/Building Code Compliance Officer	3/12/2007	207-17

Fleet Mechanic	5/4/2007	207-15
Office Assistant	6/20/2007	207-39
Police Officer (Recruit)	3/5/2007	206-76
Police Sergeant	11/14/2006	206-52PR
Program Specialist II (Clean Water Program)	11/2/2006	206-48
Public Safety Dispatcher (Entry)	6/28/2007	207-28
Sales and Service Supervisor	6/7/2007	207-23
Senior Account Clerk	5/10/2007	207-21R
Senior Clerk	3/15/2007	207-06

**4C. ELIGIBLE LIST EXPIRED/CANCELLED/
EXHAUSTED**

DATE ESTABLISHED

EXAM NO.

Administrative Technician I	5/2/2007	207-31PR
Administrative Technician I	11/29/2006	206-70
Assistant Engineer (Traffic)	4/17/2007	206-561
Communications Center Supervisor	4/16/2007	207-12
Computer Services Coordinator	10/10/2006	206-53
Development Manager	3/27/2007	207-24PR
Fire Captain	10/12/2005	205-46PR
Intermediate Clerk	7/20/2006	206-34
Jailer	10/20/2005	205-48
Junior Engineer	6/22/2007	207-36
Line Working Supervisor	5/23/2007	207-20
Police Records Supervisor	4/17/2007	207-13
Public Safety Dispatcher (Lateral)	6/28/2007	207-29
Transportation Engineer	6/6/2007	207-33PR

5. REGULAR AGENDA ITEMS

5-A Activity Report - Period of June 1, 2007 – August 31, 2007

Board Member Michael Rich asked if there had been any disciplinary or probationary releases. Executive Secretary Willis stated that there had been one probationary release in the Police Department where the individual did not pass probation as a Police Sergeant. Board Member McHugh questioned why there had been so many separations within the Planning and Building Department. Executive Secretary Willis stated that some employees had received job offers elsewhere and another employee had decided to go back to school. Board Member Michael Rich stated that it seemed as though there had been a spike of separations in the last three months. Executive Secretary Willis confirmed that there has been an increase in voluntary turnover. Board Member Rich asked whether it was due to the City's benefit structure. Executive Secretary Willis stated that the Human Resources Department has been holding exit interviews and that there has been no pattern in particular. She stated that the problem is more with getting interest in applying for City jobs rather than with employees leaving.

5-B Vote for New Officers

Board Member Peeler nominated Michael Rich to serve as Civil Service Board President, Member McHugh seconded and carried by a 4-0 vote. Michael Rich accepted his nomination.

5-C Article VII. Eligible Lists

Chris Low presented the Board with a memo from Police Chief Walter Tibbet regarding the use of multiple eligible lists for the Police Officer Recruit Classification. Chris Low explained that the Police Officer

recruitment used to bring in hundreds of applications but in the last year that has changed dramatically. The Police Department is now having difficulty finding good candidates and would like to recruit on a continuous basis to have the flexibility to establish multiple eligible lists, and to be able to use them simultaneously. He also shared that it takes over a year to put an Officer on the street, and many other Police departments are experiencing the same problems in finding qualified individuals. Board President Michael Rich questioned what the difference would be between having multiple eligible lists and adding to the current one. Chris Low explained that eligible lists are typically the order in which people are hired. The City of Alameda exhausts the current list and then establishes a new one, but that a single list might also be a possibility. Board President Michael Rich asked if having multiple lists would be confusing and stated that he would like to see new names merged onto one list instead. Board Member Horikoshi shared that all agencies are having difficulties finding qualified people. He stated that his interest is in finding the City of Alameda qualified Officers and would like to leave it up to staff to determine what the best way to handle the eligible lists will be. Executive Secretary Willis stated that the language on establishment of lists would need to be changed and brought back to the Board

5-D Rules Review- Language

Executive Secretary Karen Willis handed out a letter to the Civil Service Board from ACEA stating that although Non-Civil Service employees in ACEA are granted appeal rights to the Civil Service Board through the ACEA MOU, the Civil Service Board would have no standing to provide any remedy for these employees. Alan Elnick stated that ACEA is concerned that even though the MOU grants these employees a right to a hearing before the Civil Service Board, there is nothing in the Civil Service Rules that binds the City to accept the decision of the Civil Service Board. He stated that it was not clear if the Civil Service Board would have to recognize the appeal under the MOU since it was not addressed in the Civil Service Rules. Board President Michael Rich asked if ACEA had any desire to grant Civil Service status or rights beyond the right to a Civil Service Board hearing to these employees. Mr. Elnick stated that ACEA was not asking for that. Board Member Avonnet Peeler asked if the employees would waive their rights to file in Court should they be granted an appeal before the Civil Service Board. Mr. Elnick stated that they would not, nor would any other employee currently allowed an appeal to the Civil Service Board. Board President Michael Rich stated that as a Board member he has no problem allowing these hearings as the Civil Service Board is currently a hearing Board for other employees. Executive Secretary Willis stated that the MOU binds the City as it is a contract with ACEA and as such, if the Civil Service Board is recognized as the final authority for employees in ACEA bargaining unit, then the City would honor that provision. There is no explicit language anywhere that states that the City shall accept the decision of the Civil Service Board as final, although that is what has been applied. After further discussion, it was decided that Executive Secretary Willis would speak with the attorney's office to see if a letter could be generated stating that the City would recognize the Civil Service Board's decision as final and binding for non-Civil Service employees granted a hearing before the Civil Service Board. Mr. Elnick stated that that would be sufficient for ACEA.

Discussion continued regarding other sections of the Civil Service Rules. Board President Michael Rich questioned why Affirmative Action language was removed from Article I, Section 2. He stated that he would like to see a letter from the Attorney's office regarding the correct language. Board Member Peter Horikoshi asked whether, in Section 2, the phrase "because of sex" should be changed to "because of gender". There was a discussion on which term to use and Board President Rich stated that he would be ok with changing "sex" to "gender" in the Rules as well as the Civil Service Ordinance. Board Member Linda McHugh stated that Section 7, Eligible List, may need changing regarding the Police Officer issue.

5-E Request for Reinstatement - Executive Assistant

Executive Secretary Karen Willis shared that an employee who had resigned to go back to school has requested to be reinstated. She explained that this employee would be placed on the eligible list and would not have to go through the testing process but would need to participate in a departmental interview. She stated that the department is not required to select this person, but that their name would be certified to the hiring authority for consideration.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

(None)

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Board President Rich stated that he appreciates the efforts of the Alameda Police Department to bring a resolution to the recent homicide so quickly.

Board Member Horikoshi expressed his thanks for being allowed to join the Board.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

(None)

9. There being no further business to come before the Board, the meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board